



Policy: 4651
Procedure: 4651.01
Chapter: Community Corrections
Rule: Youth Wildland Fire Program

Effective: 11/01/2007
Replaces: 4338.01
Dated: 08/10/2005

Purpose:

The Arizona Department of Juvenile Corrections (ADJC), in an inter-governmental agreement with the State Land Department, shall establish a Youth Wildland Fire Program designed to promote opportunities for ADJC community juveniles to serve as fire camp support workers in a wildland fire-fighting environment.

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Rules:

1. Program Manager and Officer In Charge Responsibilities:

- a. The **JUVENILE WILDLAND FIRE PROGRAM MANAGER (WFPM) OR DESIGNEE** shall:
 - i. Serve as liaison between ADJC and State Land Department;
 - ii. Designate a fire camp Officer in Charge (OIC);
 - iii. Select juvenile and employee fire camp crew members;
 - iv. Ensure same sex fire camp crews;
 - v. Ensure fire crew members meet program health, physical, and training standards;
 - vi. Coordinate call-outs;
 - vii. Equip team members;
 - viii. Maintain employee and juvenile records regarding qualifications, evaluations, timecards, and training;
 - ix. Maintain call-up protocols;
 - x. Designate trainees for Officer in Charge (OIC) position;
 - xi. Manage the Home Unit;
 - xii. Ensure appropriate conduct of crew members;
 - xiii. Account for employee and juvenile work hours;
 - xiv. Develop and maintain Youth Wildland Fire Program performance evaluations for each juvenile and employee team member; and
 - xv. Ensure employees maintain accurate documentation for daily activities, incidents, and other occurrences.
- b. The **OFFICER IN CHARGE (OIC)** shall:
 - i. Be responsible for all ADJC employees and juveniles at the fire camp;
 - ii. Accompany the fire camp crew during the duration of the assignment;
 - iii. Maintain a 1:8 employee/juvenile ratio;
 - iv. Provide juvenile crew members with an orientation packet which includes:
 - (1) Program information; and
 - (2) Camp rules and expectations.
 - v. Explain the nature of the work assignment and work expectations;
 - vi. Explain availability of medical services at the camp site;
 - vii. Conduct daily camp inspections;

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- viii. Complete daily OIC duties and submit Form 4651.01I Officer in Charge Duties Checklist to the WFPM or designee;
- ix. Conduct two searches per shift, to include:
 - (1) Juveniles;
 - (2) Juvenile belongings;
 - (3) Work and living areas; and
 - (4) ADJC vehicles.
- x. Report all incidents using Form 1190.01A Incident Report Form and Youthbase;
- xi. Inventory all tools/equipment and submit Form 4651.01H Daily Equipment/Tool Inventory to the WFPM or designee daily;
- xii. Document missing tools in the Daily Log Book;
- xiii. Complete Form 1190.01A Incident Report for any lost or damaged tool;
- xiv. Ensure proper camp living conditions for employees and juveniles;
- xv. Notify the WFPM immediately of any unusual incident;
- xvi. Coordinate treatment for employee and juvenile injuries with the Camp Medic;
- xvii. Report emergency evacuation for treatment of juveniles or employees;
- xviii. Maintain a Daily Log Book;
- xix. Coordinate transportation issues as pertains to ADJC employees and juveniles;
- xx. Complete vehicle loss and/or damage reports; and
- xxi. Coordinate industrial injury reports as required.

2. Basic Safety Equipment:

- a. The **WFPM or DESIGNEE** shall ensure that fire camp crew members are outfitted with the following safety equipment:
 - i. Construction style hard hat;
 - ii. Construction or military style boots;
 - iii. Leather work gloves;
 - iv. Safety glasses; and
 - v. Ear plugs/headphones.

3. Compensation:

- a. The **WFPM or DESIGNEE** shall:
 - i. Ensure the time keeping process for employee and juvenile fire camp crew members meets State Land Department requirements; and
 - ii. Submit all time cards to the State Land Department representative at the end of each work day.
- b. **ADJC** shall:
 - i. Pay employee fire crew members at their existing rate of pay for the first eight hours of their 16 hour daily shift; and
 - ii. Pay employee fire camp crew members at one and one half times their existing rate of pay (overtime pay) for the second eight hours of their 16 hour daily shift.
- c. The **STATE LAND DEPARTMENT** shall reimburse ADJC for all employee fire camp crew member overtime pay expended during a call-out;
- d. The **STATE LAND DEPARTMENT** shall pay ADJC juveniles the basic laborer rate of \$9.96 per hour while serving on fire camp crews;
 - i. **JUVENILE FIRE CAMP CREW MEMBERS** owing restitution shall pay one third of their wages for this obligation.

4. Emergency Medical Care:

- a. The **STATE LAND DEPARTMENT** shall provide a 24 hour Camp Medic at each fire camp site:
 - i. The **CAMP MEDIC** shall:
 - (1) Provide 24-hour emergency medical treatment for all fire camp crew members;
 - (2) Determine courses of treatment; and
 - (3) Determine the need for higher level medical care and/or evacuation to the nearest medical facility.

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- b. Whenever a fire camp crew member is treated by the Camp Medic, the **OIC** shall:
 - i. Document the extent of the injury in the Daily Log Book to include:
 - (1) Name of juvenile, date, time, and location;
 - (2) Description of the injury; and
 - (3) Recommended treatment.
 - ii. Make necessary notifications.

5. Recruitment and Selection:

- a. **ADJC DIRECT CONTACT EMPLOYEES** applying to the Youth Wildland Fire Program shall:
 - i. Be on permanent status;
 - ii. Be in good standing and not under any current disciplinary measures;
 - iii. Submit Form 4651.01A Youth Wildland Fire Program Employee Application;
 - iv. Complete program training requirements to include:
 - (1) CPR;
 - (2) Top Driver;
 - (3) Van Dynamics; and
 - (4) Basic First Aid;
 - v. Meet ADJC essential physical and work conditions requirements for a Youth Corrections Officer to include the ability to:
 - (1) Constantly walk throughout their work shift;
 - (2) Stand for long periods of time;
 - (3) Frequently lift 50 lbs unassisted;
 - (4) Infrequently lift 75 lbs unassisted;
 - (5) Repeatedly stoop, kneel, squat, bend; and
 - (6) Work outside in extremes of Arizona desert heat and temperatures.
 - vi. Obtain a signed medical consent attesting to the applicant's ability to:
 - (1) Work for long periods at high altitude; and
 - (2) Tolerate smoke, ash, and particulates in the air.
 - vii. Be available on short notice to respond to reporting site;
 - viii. Be willing to supervise an eight member juvenile crew; and
 - ix. Possess a valid Arizona Driver's License.
- b. **ADJC COMMUNITY JUVENILES** applying to the Youth Wildland Fire Program shall:
 - i. Be 16 years of age or older;
 - ii. In good standing on parole;
 - iii. Have no pending court hearings;
 - iv. Have no arson petitions filed in court;
 - v. Meet ADJC Youth Wildland Fire Program physical standards, including the ability to:
 - (1) Constantly walk throughout their work shift;
 - (2) Stand for long periods of time;
 - (3) Frequently lift 50 lbs unassisted;
 - (4) Infrequently lift 75 lbs unassisted;
 - (5) Repeatedly stoop, kneel, squat, and bend; and
 - (6) Work outside in extremes of Arizona desert heat and temperatures.
 - vi. Obtain a signed medical consent attesting to the applicant's ability to:
 - (1) Work for long periods at high altitude; and
 - (2) Tolerate smoke, ash, and particulates in the air.
 - vii. Preferably possess a GED or high school diploma;
 - viii. Possess or obtain a valid Social Security Number;
 - ix. Submit application documents to the WFPM through their parole officer to include:
 - (1) Form 4651.01B Youth Wildland Fire Program Juvenile Application;
 - (2) Form 4651.01C Parental Consent;
 - (3) Form 4651.01D Parental Medical Consent; and
 - (4) Form 4651.01F Juvenile Health Care Provider Signature Form.
- c. The **WFPM** shall interview eligible employees and juveniles and make selections based upon:
 - i. Youth Wildland Fire Program needs; and

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- ii. Applicant skills and experience.

6. Work Expectations:

- a. **EMPLOYEES** who accept a Youth Wildland Fire Program assignment shall:
 - i. Be available for call-out anytime during fire season;
 - ii. Provide their own transportation to the reporting site;
 - iii. Be in good physical health at the time of call out;
 - iv. Remain with the crew for the duration of assignment;
 - v. Comply with all ADJC Policies, Procedures, Mission, Vision, and Values;
 - vi. Not possess or be under the influence of any mood altering drug, including alcohol, during the entire period they are at the fire camp;
 - vii. Not be in the possession of firearms or weapons of any kind while at fire camp;
 - viii. Be courteous and professional in their dealings with other fire camp members, other crew teams, outside state agencies, and the public; and
 - ix. Accept full responsibility for personal items lost or damaged while at fire camp.
- b. **JUVENILES** who accept a Youth Wildland Fire Program assignment shall:
 - i. Be available for call-out anytime during fire season;
 - ii. Provide their own transportation to the reporting site;
 - iii. Remain with the crew for the duration of the assignment;
 - iv. Commit to the program from March through October (Fire Season);
 - v. Attend State Land Department and ADJC training as assigned by WFPM;
 - vi. Be in good health at the time of the call out;
 - vii. Select a juvenile peer leader to assist employees in any requests as needed;
 - viii. Respond promptly when given a directive from an employee;
 - ix. Follow through on all assignments;
 - x. Keep vehicles clean;
 - xi. Not operate any motor vehicles during assignment;
 - xii. Clean tools daily;
 - xiii. Store tools properly;
 - xiv. Maintain camp cleanliness;
 - xv. Conduct other support activities as directed by the OIC.

7. Work Schedule:

- a. **EMPLOYEES** shall:
 - i. Adhere to work shifts that are generally 16 hours per day:
 - (1) Scheduled work hours shall be from 4:00 am to 8:00 pm unless otherwise directed by the incident commander.
 - ii. Work every day while on assignment unless otherwise directed by WFPM or designee;
 - iii. Be available for non-scheduled hours at the direction of the WFPM or designee.
- b. **JUVENILES** shall:
 - i. Adhere to work shifts that are generally eight hours per day:
 - (1) Scheduled work hours shall be from 4:00 am to 12:00 pm or 12:00 pm to 8:00 pm unless otherwise directed by the incident commander.
 - ii. Work every day while on assignment unless otherwise directed by WFPM or designee; and
 - iii. Be available to work non-scheduled hours at the direction of the WFPM or designee.

8. Juvenile Behavior Expectations:

- a. **JUVENILES** shall:
 - i. Follow set curfew times as determined by ADJC and the State Land Department employees;
 - ii. Stay within set camp boundaries to include dining area, restroom, and shower facilities;
 - iii. Understand and follow camp rules;
 - iv. Sit quietly, pay attention, and participate appropriately when employee is giving instructions or having groups;

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- v. Cooperate with others for a good crew effort;
- vi. Maintain personal area neat and hazard free;
- vii. Avoid inappropriate behavior, including:
 - (1) All forms of horseplay;
 - (2) Inappropriate touching/remarks/gestures;
 - (3) Aggravating or ridiculing peers;
 - (4) Interrupting others;
 - (5) Use of profane and/or obscene language;
 - (6) Arguments and loud voices;
 - (7) Trading personal items with other juveniles;
 - (8) Being in possession or under the influence of any mood altering drug, including alcohol, at the time of call out or during the entire period they are at the fire camp;
 - (9) Being in possession of any drug paraphernalia or smoking material; and
 - (10) Being in possession of firearms or weapons of any kind.
- viii. Participate in rest and recreation;
- ix. Clean personal living areas;
- x. Shower daily;
- xi. Wear trousers in the proper manner (no sagging);
- xii. Wear proper socks and shoes;
- xiii. Receive all over the counter medication from the camp medic;
- xiv. Submit to regular searches of their persons and belongings throughout their assignment;
- xv. Possess no more than \$25.00 cash at any time during assignment; and
- xvi. Accept full responsibility for lost or damaged personal items.

9. Call Out Protocol:

- a. When contacted by State Land Department employees regarding a call out, **ADOBE MOUNTAIN SCHOOL (AMS) DISPATCH CENTER EMPLOYEES** shall:
 - i. Complete Form 4651.01G Dispatch Call-Out Form to include:
 - (1) Name of State Land Department representative;
 - (2) Contact number of State Land Department representative; and
 - (3) Time the call was received.
 - ii. Contact the WFPM and forward the call-out information.
- b. The **WFPM or DESIGNEE** shall:
 - i. Contact the State Land Department representative to:
 - (1) Verify the activation request;
 - (2) Obtain additional information to include:
 - (a) Fire name;
 - (b) Camp location; and
 - (c) Driving directions.
 - ii. Activate call out protocol to include:
 - (1) Designating a reporting site;
 - (2) Calling employees first and obtain their commitment;
 - (3) Calling juveniles and obtain their commitment;
 - (4) Designating an OIC, who shall remain in this capacity throughout the fire assignment;
 - (5) Arranging for transportation of camp crew; and
 - (6) Notifying Adobe Mountain School (AMS) Dispatch to alpha page the Significant Incident Report (SIR) notification group regarding the call- out.
- c. The **OIC** shall:
 - i. Report to the reporting site immediately;
 - ii. Assemble camp crew members upon their arrival;
 - iii. Obtain necessary equipment for the assignment;
 - iv. Obtain confidential master file of crew to include:
 - (1) Emergency contact telephone numbers;

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- (2) Home addresses;
- (3) Medical restrictions; and
- (4) Medications.
- v. Ensure security searches of juvenile personal property;
- vi. Ensure pre-trip inspection of vehicle(s);
- vii. Ensure completion of Form 4651.01H Daily Equipment/Tool Inventory prior to departure;
- viii. Contact WFPM for final briefing prior to departure;
- ix. Maintain hourly communication with AMS Dispatch while enroute to fire camp;
- x. Notify AMS Dispatch and the Community Corrections Administrator upon arrival at fire camp.

Signature Date:

10/17/2007

Approved by Process Owner:

(Signature with Credentials)

Art Wilkerson, Director Community Corrections Division

(Printed Name of Signatory)

Effective Date: Director's Initials

11/01/2007